



High Point Academy' mission is to provide a strong foundation of academic excellence in partnership with family and community in which each individual is challenged to achieve his/her highest potential academically, socially and personally.

Governing Board Meeting Minutes

Wed, August 23, 2023

5:00-7:00 PM

In-Person

- ***Governing Board (GB) Attendance: Mirela Phillips, Elise Topliss, Theo Shaw, Devaki Parma***
- ***Other attendance: Meredith Stolte***

I. Call to Order

Meeting called to order by E. Topliss @5:11pm

II. Approval of -

a. August 23rd Agenda

Motion: E. Topliss

2nd: T. Shaw

All in favor – motion passes

b. July 26th Minutes

Motion: E. Topliss

2nd: T. Shaw

All in favor – motion passes

III. Review & Discussion: All

a. Board Recruitment:

i. Ms. M. Christina Castro

ii. Dr. Claudia Ladd

Motion: E. Topliss (for Ms. Castro) and M. Phillips (for Dr. Ladd)

2nd: T. Shaw

All in favor – motion to add new GB members above passes

b. Board member onboarding/retreat plan (October?) Elise will gather additional information and send via email for onboarding new Governing Board members, board retreat plan/agenda, etc.

c. Board positions

The following board positions are vacant: President-Elect/Co-Chair and Secretary.

d. Committees

We will need to review the required committees in the bylaws and confirm members.

Per Amended and Restated Bylaws of High Point Academy (see pg. 4 of 10), Standing Committees of the Board of Directors shall include:

- 1) **The Accountability Committee**
- 2) **The Finance Committee**
- 3) **The Board Governance and Nominating Committee**

e. Bylaw requirements

f. School event participation

g. School organization/staff/Finances

h. CSI

i. Board Oath – Who still needs to sign this document?

j. ED Goals 23'-24'

k. Confidentiality & Conflict of Interest Policy – Does this need to be signed every year?

- Meredith provided an update on teachers connecting to their new curriculum plans and discussion around the school's new dismal process. Due to recent hiring, she will provide GB with an updated HPA org chart. Also, she discussed the four (4) Work Plan priorities:

- 1) Equity
- 2) Culturally Responsive Pedagogy
- 3) Academic Achievement
- 4) Family & Community Engagement

- CMAS scores are in and Meredith will share in advance of the next GB meeting.

- The Employee Handbook was not approved and Elise recommended we look into hiring an Editor to assist as necessary; Meredith will make any revisions shared w/ her from Elise.

- CIS charter renewal responsibilities for GB: 1) board self-assessment: Governance-Needs-Assessment, excel file name sent by Elise. 2) Support in-person CSI visit on **Thurs, 9/21 9-12pm**; Meredith will try and get an early morning session scheduled for board/CSI to meet; Meredith to send out confirmation to GB.

- GB members documents (required) see Google folder for forms to sign and return back to school: September folder under 2023-2024 Agenda/ Minutes:
 - 1) Oath of Office, this document will need to be notarized; Contact Meredith if you will need someone at school to notarize your document
 - 2) Confidentiality & Conflict of Interest Policy – Yes, this needs to be signed annually.
 - 3) Confirm and/or update as necessary the HPA Governing Board Roster for 2023-2024; you can make updates in the document via Google folder
- Next month's HPA board meeting will *not* be on Wed, 9/20 rather it will be on **Tues, 9/19 virtual @5-6pm MST**

IV. Approval items:

- a. Approve \$10k budget amendment for professional coaching for ED
GB discussed the need for ED professional development support with Meredith and was open to obtaining a bid proposal.
Motion: D. Parma
2nd: T. Shaw
All in favor – motion passes

V. Adjourn

Meeting adjourned @ 6:48pm by E. Topliss